

SAMPLE

COURSE EVALUATION FORM

Course evaluations are to be completed by each student and retained for each course by a training organization to measure the effectiveness of the instructor, the course and the training facility. The enclosed sample was developed as an example of a “Course Evaluation Form” for a “Basic Sailing” course. It is recognized that not all courses will require the detail and extent to which this sample was developed. However, the course evaluation form should be sufficiently detailed to provide the collection and electronic retention of meaningful data by the training organization. The collection of course evaluation data is considered as an essential criteria of an organization implementing a Quality Management System. The form should be sufficiently adequate for the training institution to review and determine if adjustments in training are necessary.

The course evaluation data review is to be used as part of the auditing and oversight process. A less than “satisfactory” response provided by the students will not be considered of itself as a reason for an administrative censure or cause to withhold renewal of a course. However, if over a period of time, course evaluations continue to indicate a continuing set of problems; in addition to inappropriate steps or no action being taken to implement improvement, the course evaluation data may be considered as sufficient reason for the audit report to recommend remedial action.

All training organizations are to provide for each course approval requested, the method by which the collection of data via the course evaluation form will be collated. Where possible, the data provided on the forms should be transferred to a user friendly database. While the electronic collection of data is considered to offer advantages; if key-stroke entry is, at a minimum, not available, a master collating form may be used, but must be submitted for review with the course submission package.

**Fair Winds OUPV Training School
Course Evaluation**

Date: ____/____/____

Instructor's Name _____

Course Location _____

STUDENT DATA

Education:

Never graduated high school[]

Graduated College []

Graduated high school[]

Advanced College degree..... []

Some College[]

1- Agree Strongly, 2- Agree, 3- Unsure, 4- Disagree, 5- Disagree Strongly, 6- Not Applicable

		1	2	3	4	5	6
Classroom instruction	Instructor was knowledgeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor was always prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor was able to convey that knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor presented instruction in a clear and effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor encouraged participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor answered questions completely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor tolerated differences of opinion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Visual materials were related to the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Visual materials were good quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Visual materials were in appropriate number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Visual materials were clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The sailing models were effectively used well to clarify the lessons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Learning objectives were clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Learning objectives were covered with sufficient detail to be informative without being boring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Classroom was comfortable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Classroom included a manageable number of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contained a minimum number of distractions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Actual sails and rigging were effectively used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knot tying was adequate with assurances that all attendees could properly tie knots needed and knew proper use of each.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety Precautions were explained and observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fair Winds OUPV Training School
Course Evaluation**

Date: ____/____/____

1- Agree Strongly, 2- Agree, 3- Unsure, 4- Disagree, 5- Disagree Strongly, 6- Not Applicable

		1	2	3	4	5	6
Dockside Instruction	The boats were maintained and ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Each boat was never overcrowded and enough people were in each boat for safe sailing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Instructor(s) were in control of the situation at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All underway objectives were clearly provided before getting underway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All safety equipment was on hand and ready for use. The use of all safety equipment was explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underway Instruction with Instructor	I was given adequate chance to participate at all crew positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety maneuvers were adequately practiced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All Points of sail were practiced by everyone in the boat and under as many varied wind conditions as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underway Instruction without instructor	There was a good mix of confidence level developed in my boat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety measures were practiced under guidance, including man overboard and capsizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The chase boat was always close at hand and responded quickly to trouble.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	End of course race was challenging without being of too long a duration nor jeopardizing students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments about how the course could be improved in the spaces provided below. If additional space is needed please use the back of this form.

Comments
How could the printed, audiovisual and model materials be improved to increase learning?
How could the course structure be improved?
How could the instructor improve the class delivery?
How could the underway time be improved?
How could the classroom be improved?